

**Southern West Virginia Community and Technical College
Institutional Effectiveness Committee
Meeting of March 19, 2019
9:00 a.m.
Building C, Room 428, Logan Campus**

AGENDA

1. Roll Call, Verification of Quorum and Call to Order Dr. Robert Gunter
2. Approval of February 20, 2019 Meeting Minutes Dr. Gunter
3. Campus Awareness Survey Dr. Deanna Romano
4. Other Dr. Gunter
5. Adjournment and Select April Meeting Date Dr. Gunter

Dial-in instructions are listed below for those who are unable to attend the meeting in person.

Dialing Into a MeetMe Conference Call

To call into a MeetMe conference call from **on-campus** using a Southern VoIP phone:

Dial into the MeetMe conferencing by dialing x6338
Enter the four-digit conference ID: **7808 #** when prompted.

To call into a MeetMe conference call using an **off-campus** telephone:

Dial into the MeetMe conferencing by dialing 304-896-7319
Enter the four-digit conference ID: **7808 #** when prompted.

**Southern West Virginia Community and Technical College
Institutional Effectiveness Committee
Meeting of March 19, 2019
9:00 a.m.
Building C, Room 428, Logan Campus**

MINUTES

Members Present: Robert Gunter, Chair and President; Allyn Sue Barker, Tom Cook, Chris Gray, Carol Howerton, Brandon Kirk, Samuel Litteral, David Lord (by phone), Kimberly Maynard, Rita Roberson, Deanna Romano, Dianna Toler, Chris Ward

Members Absent: None

Staff Present: Emma Baisden, Recorder

1. Roll Call, Verification of Quorum and Call to Order

President Robert Gunter declared a quorum present and convened the meeting at 9:05 a.m.

2. Approval of February 20, 2019, Meeting Minutes

President Gunter called for corrections to the minutes from the February 20, 2019 meeting, or a motion to approve. Upon a motion by Samuel Litteral and second by Chris Ward, the Committee unanimously approved the February 20, 2019, Institutional Effectiveness Committee meeting minutes as amended to reflect February in the heading instead of January.

3. Campus Awareness Survey

Dr. Deanna Romano discussed the campus awareness survey that she would like to conduct to gather baseline data for HLC reporting purposes. The group discussed the pros and cons of the institution conducting an employee satisfaction survey. It was determined that the College would participate in the *Great Colleges to Work For Program* which is a national survey that is administered and processed by ModernThinkLLC, an independent management consulting firm focusing on workplace quality in higher education. The survey is voluntary and completely confidential. Chief Information Officer, Tom Cook, will reach out to ModernThink regarding the technical side for the survey, and Doug Kennedy, Human Resources Director, will follow-up on the survey. The other data which Dr. Romano wants to capture for HLC accreditation purposes can be collected in another manner.

4. Other

4.1 Points for the next meeting:

4.1.1 Goals for shared governance by governance committees and how do we measure that shared governance is working. Detailed information will be provided at the Committee's April meeting.

4.1.2 Assessment Handbook for Institutional Effectiveness will be compiled.

4.1.3 Processes and procedures for data cleanup need to be developed.

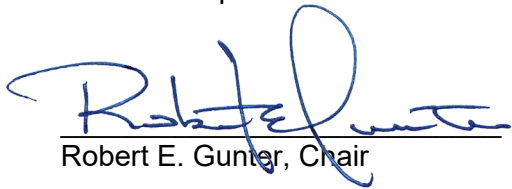
4.1.4 Rules for entering data.

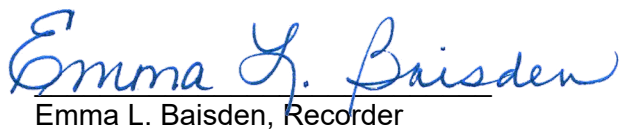
4.2 The Higher Learning Commission has scheduled its onsite focused visit to Southern for March 2-3, 2020.

- 4.3 Dr. Romano, Teri Wells, and Stella Estep serve as the Federal Compliance Assurance Review Team.
- 4.4 Dr. Romano will write the focused report in Google Docs so the Assurance Team and President Gunter will have access to the report at all times. The 100 page draft document will be available in Summer 2019 with a final document in December 2019.
- 4.5 The Crosswalk will be completed when the new HLC Standards are approved. Dr. Romano will bring information back to the group from the annual HLC Conference and Dr. Gunter will provide an update to the college community on Governance Day, April 26, 2019.

5. Adjournment and Next Meeting

Being no further business to discuss, President Gunter declared the meeting adjourned at 9:50 a.m. The next meeting of the Institutional Effectiveness Committee is scheduled for Wednesday, April 17, 2019, beginning at 9:00 a.m. in Room 428, Building C, Logan Campus.


Robert E. Gunter, Chair


Emma L. Baisden, Recorder

OFFICIAL
Approved 04/17/2019

From: [Baisden, Emma](#)
To: [All Employees](#)
Bcc: [Coffin, Alberto](#); [McCleese, Brady](#); [Bligh, David](#); [Curtis, David](#); [Adkins, Denise](#); [Saunders, Eric](#); [Wireman, Greg](#); [Jones, Jamie](#); [Thomas, John](#); [Carolla, Jonathan](#); [Abraham, Joseph](#); [Varney, Joyce](#); [Runyon, Judith](#); [Spaulding, Melanie](#); [White, Melissa](#); [Midkiff, Michael](#); [York, Michael](#); [Bragg, Nicholas](#); [Newsome, Okey](#); [Miller, Robert](#); [Meadows, Tabitha](#); [Weaver, Teresa](#)
Subject: Upcoming Survey for the Great Colleges to Work For Program
Date: Wednesday, March 20, 2019 5:36:00 PM

This is to inform you that Southern has chosen to participate in the *Great Colleges to Work For Program*. This is a national survey designed to recognize institutions that have built workplaces. Regardless of whether or not we are recognized, the data we receive will be helpful as we continue the process of creating the best workplace possible.

On April 1, the survey will be distributed to all of our employees. You will receive an invitation with details about the program and how to access the survey. This invitation will be sent to you by e-mail from Great Colleges containing instructions about how to take the online survey.

Once you receive the invitation, please take a moment to complete the survey. This is an opportunity to make your voice heard, and a high response rate helps ensure an accurate representation of our community. At the close of the program, we will receive topline reports that summarize the organizational competencies and relationships that most directly impact and influence our culture.

The survey is voluntary and completely confidential; our institution will not be able to trace results back to individuals. Your survey is administered and will be processed by ModernThink LLC, an independent management consulting firm focusing on workplace quality in higher education. You may reach them by phone at 888-684-4658 or by e-mail at surveys@modernthink.net.

I encourage everyone to participate in this survey and hope you will take this opportunity to share your honest feedback! Thank you, in advance, for your participation.

Thank you.
Emma on behalf of President Gunter

Emma L. Baisden

Executive Assistant to the President/BOG
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Emma.baisden@southernwv.edu

Mission Statement

Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

Vision Statement

Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational

From: [Great Colleges to Work For](#)
To: [Baisden, Emma](#)
Subject: The Great Colleges to Work For 2019 Faculty/Staff Survey
Date: Sunday, March 31, 2019 11:29:08 AM



2019 Faculty & Staff Survey

Dear Faculty and Staff,

You have been selected to participate in the 2019 Great Colleges to Work For program. Your institution is participating in this initiative designed to recognize colleges across the country that have demonstrated workplace excellence. In September, a special insert will be published in The Chronicle of Higher Education highlighting the program findings, and recognizing institutions that are creating great workplaces. Afterwards, each institution will receive reports summarizing its results.

Your honest feedback is critical to our program. The survey is easy, quick, anonymous, and confidential (see CONFIDENTIALITY below). Please take a few minutes to share your opinion.

Username:
southernwvnet

Password: 906004732

[Begin Survey](#)

**Survey Deadline: Midnight
April 5th, 2019**

IMPORTANT NOTE: Please do not forward this email. The login information above is for your use only.

Your answers will be stored every time you click the "Save and Continue" button at the bottom of each page. You can log in to your survey as many times as you need in order to complete the survey. However, to protect the

confidentiality of your responses, you will not be able to log in again once you click the "Submit" button on the last page of the survey.

The results of this survey play an important role in the recognition process and in collecting industry benchmarks. Thank you for your participation. Should you have any questions, please call the toll-free Help Desk at 888.684.4658 or email us at surveys@modernthink.com.

Regards,

The Great Colleges Team

CONFIDENTIALITY

We protect your confidentiality in several ways. First, your responses will be sent directly to, and processed by, ModernThink LLC, an independent research and consulting firm that specializes in workplace excellence. Second, employers are not given any information in a way that would enable them to trace answers back to a specific person - even if you are part of a small demographic group. We will not report any results from demographic categories containing fewer than five respondents. Please note, however, that your institution may have the opportunity to purchase a report that summarizes all employee responses to the two optional, open-ended questions at the end of the survey. The report will list all responses to those two questions in alphabetical order by the first letter of the response to ensure objectivity in reporting. In order to preserve your anonymity, please do not include your name or other identifying remarks in your responses.

TROUBLE LOGGING IN?

1. **Are you entering the correct username and password?** These are included above in the red box and are DIFFERENT from the username and password you use every day for institution business.
2. **Did you forward your email invitation to anyone or receive a forwarded invitation?** If so please contact us so we can further assist you, either by replying to this email message or by calling our Help Desk toll-free at 888.684.4658.
3. **You can also try accessing the survey via secure socket layer (SSL)** at <https://www.modernthink.net/greatcolleges>



2 Mill Road, Suite 102| Wilmington, DE 19806| Phone: 302.764.4477 | Toll Free: 888.684.4658

View our [privacy policy](#)

Southern West Virginia Community and Technical College
President's Cabinet
Meeting of September 10, 2019
9:30 a.m.
Building C, Room 428, Logan Campus

AGENDA

1. Verification of Quorum and Call to Order Dr. Robert Gunter
2. President Dr. Gunter
 - 2.1 *Great Colleges to Work For*® 2019 Comments Report
3. Academic Affairs Dr. Deanna Romano
 - 3.1 HLC Focused Report Update
4. Institutional Advancement Ms. Rita Roberson
 - 4.1 Recruitment and Outreach Specialist Position
 - 4.2 Website Update
5. Information Technology Services Mr. Thomas Cook
 - 5.1 Telephone System Update
 - 5.2 Listserv Update
6. Executive Council Requests for Approval Dr. Romano
 - 6.1 SCP-2218, *Evaluation of Full-time Faculty*, and SCP-2218.A, *Faculty Evaluation Forms*
 - 6.2 SCP-4786, *Transfer Student Requirements and Credit Evaluation*
 - 6.3 SCP-7125, *Information Technology Acceptable Usage*
 - 6.4 SCP-7720, *Security of Information Technology*
 - 6.5 SIP-2171, *Faculty Credentialing and Tested Experience*
7. Other President Gunter
8. Adjournment and Next Meeting: Tuesday, October 8, 2019, 9:30 a.m., Building C, Room 428, Logan Campus

Southern West Virginia Community and Technical College
President's Cabinet
Meeting of September 10, 2019
9:30 a.m.
Building C, Room 428, Logan Campus

OFFICIAL MINUTES

Members Present: Robert Gunter, Chair and President; Allyn Sue Barker, VP for Workforce and Community Development; Tom Cook, Chief Information Officer; Samuel Litteral, VP for Finance and Administration; Charles Lopez, VP for Student Services; Rita Roberson, VP for Institutional Advancement; Deanna Romano, VP for Academic Affairs

Members Absent: None

Staff Present: Emma Baisden, Recorder

1. Verification of Quorum and Call to Order

President Robert Gunter declared a quorum present and convened the meeting at 9:30 a.m.

2. President

2.1 2019 Great Colleges To Work For® Comments Report

President Gunter asked the group if anyone had reviewed the 2019 Great Colleges To Work For® survey questions and results that were distributed to Cabinet members at the August meeting. The group concurred that results of the faculty and exempt staff appear similar, and administration and nonexempt staff appears similar. President Gunter plans to share the results and comments with the Board of Governors at its October 15 meeting. The Employee Comments Report is more positive than the Full Data Set Results by Job Category. The Comments Report and Data Set Report results do not match. Communication was again identified as a consistent problem which needs to be resolved. Senior management must acknowledge that a disconnect exists. Employees commented that they would like the opportunity to grow in their careers and to be able to come up through the ranks to management positions which become available. Development of a leadership program for current employees was suggested. President Gunter will hire the most qualified applicant for positions available. All Cabinet members agreed that measures should be taken to improve. The group determined that most comments were positive. However, there were a number of comments regarding pay raises even though an average pay increase of 13% has been provided to all employees over the past three (3) years. Vice President Litteral informed the group that the State of West Virginia hired a firm to conduct a study to determine the pay scale for classified staff salaries. The firm established salary ranges and organized them into salary grades. Each job is assigned a salary grade that represents employees performing similar work using similar knowledge, skills and abilities. Since employees have different levels of experience and education, quartiles are used to determine where an employee should be placed in the salary range. The Vice Chancellor for Human Resources met with Southern's Classified Staff Council to explain how pay scales are determined. The Community and Technical College System conducted the work on the pay scales. The Cabinet will reconvene at 8:30

a.m. on August 24th to develop talking points for the employee survey results for the October 15th Board of Governors meeting.

3. Academic Affairs

3.1 HLC Focused Report Update

Vice President Romano informed Cabinet members that the Assurance Chairs have met and provided editorial comments on the draft focused report. She has reached out to units for additional information and is pulling together data. She will have a more detailed document for the Board of Governors' October 15, 2019 meeting. The Higher Learning Commission has released webinars on revised criterion. Dr. Romano has reached out to the Criterion Chairs asking them to join her for the webinars even though they are only intended for Accreditation Liaison Officers. Vice President Barker pointed out that Southern's history section in the focused report needs to be updated to include Boyd and Lawrence counties in Kentucky as they are now part of the reciprocity agreement.

4. Institutional Advancement

4.1 Recruitment and Outreach Specialist Position

Vice President Roberson conducted a second interview with an individual who previously interviewed for this position. The candidate is traveling and should notify the Director of Human Resources today if she accepts the position. If so, her anticipated start date is September 30th.

4.2 Website Update

Southern's new website launched on August 26, 2019, and as stated at the August Cabinet meeting, it is not 100 percent complete and there are sections that need to be tweaked. Comments received regarding content that needs to be corrected are being worked on and will be corrected as soon as possible. President Gunter stated that he pushed to get the website launched and knew there would be information that needs to be updated. Bulldog Creative Services personnel will provide training on September 13th for individuals who have responsibility for updating content on the website. President Gunter requested for Ms. Roberson to have Ms. Katie Jarrell to determine the length of time website content updates will be held before being released to go live on the website. Bulldog Creative Services are looking at solutions to fix the base platform of the website.

5. Information Technology Services

5.1 Telephone System Update

Information Technology Services personnel have upgraded 130 of 370 employee telephones. The next phase will be the single phone line conversion which takes approximately 15-45 minutes per phone. This upgrade should occur within the next week. Mr. Cook will e-mail employees involved to notify them of the conversion. He anticipates that all phone lines will be converted to the new system by the end of the Fall Semester.

5.2 Listserv Update

- All Governance System listservs have been updated. Training will be provided for administrative assistants on how to upload linked documents to the cloud so attachments will not be sent with e-mails.
- Bi-weekly timecards will be placed in a folder on the shared drive instead of Human Resources sending them as attachments to all employees.
- Mr. Cook can develop a listserv for any segmentation of students needed by personnel.
- Mr. Cook distributed a "Student Classification versus Course Location Comparison" for the 2019 Fall Semester for review and discussion.

6. Executive Council Recommendations for Approval

The following items were presented to the President's Cabinet for approval.

6.1 SCP-2218, *Evaluation of Full-time Faculty*, and SCP-2218.A, *Faculty Evaluation Forms*

MOTION: Charles Lopez made a motion to approve the recommendation for revisions made to SCP-2218 and 2218.A to align with SCP-2686 and 2686.A for submission to the Board of Governors for review and consideration for release for a 30-day comment period. Revisions made reflect the discontinuance of Series 8 and the creation of Series 55. Revisions were also made to reflect current titles and the change in removing faculty status for School Deans.

ACTION: Samuel Litteral seconded the motion. The motion carried and Chair Gunter declared the motion adopted and the recommendation approved.

6.2 SCP-4786, *Transfer Student Requirements and Credit Evaluation*

MOTION: Charles Lopez made a motion to approve the recommendation for revisions made to SCP-4786 which reflect current titles and process. In addition, in 7.6 on page four, sentence two, underscore the language, "the student must complete 8 hours," and unstrike "at Southern" at the end of the sentence.

ACTION: Allyn Sue Barker seconded the motion as amended. The motion carried and Chair Gunter declared the motion adopted and the recommendation approved.

6.3 SCP-7125, *Information Technology Acceptable Usage*

MOTION: Tom Cook made a motion to approve the recommendation for continuation of this policy with without revision for submission to the Board of Governors for review and consideration for release for a 30-day comment period.

ACTION: Samuel Litteral seconded the motion. The motion carried and Chair Gunter declared the motion adopted and the recommendation approved.

6.4 SCP-7720, Security of Information Technology

MOTION: Charles Lopez made a motion to approve the recommendation for continuation of this policy with without revision for submission to the Board of Governors for review and consideration for release for a 30-day comment period.

ACTION: Samuel Litteral seconded the motion. The motion carried and Chair Gunter declared the motion adopted and the recommendation approved.

6.5 SIP-2171, Faculty Credentialing and Tested Experience

MOTION: Samuel Litteral made a motion to approve the Faculty Senate's recommendation to implement the institutional procedure to be used by the Office of Academic Affairs to ensure that each faculty member employed at Southern possesses the academic preparation, training and/or tested experience to meet the minimum requirements of accrediting bodies and state agencies. The *Faculty Qualifications Including Tested Experience* for the Teaching Fields of English, Mathematics, Science, Social Science, and the School of Career and Technical Studies will be listed as attachments to SIP-2171.

ACTION: Charles Lopez seconded the motion as amended. The motion carried and Chair Gunter declared the motion adopted and the recommendation approved.

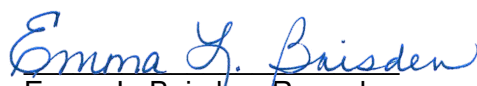
7. Other

7.1 President Gunter reiterated that all Southern Institutional Procedures (SIP) will go through the governance process before they are presented to the President's Cabinet for final approval.

8. Adjournment

Being no further business to discuss, President Gunter declared the meeting adjourned at 11:50 a.m. The next regular meeting of the President's Cabinet is scheduled for Tuesday, October 8, 2019, beginning at 9:30 a.m. in Room 428, Building C, Logan Campus.


for Robert E. Gunter, Chair


Emma L. Baisden, Recorder